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Bryant, President of the Philadelphia Geographical Society, Prof. William Libbey, of Princeton University, Madison Grant, President of the New York Zoölogical Society, Prof. Angelo Heilprin, of Philadelphia, Col. David L. Brainard, of the Greely Arctic Expedition, Amos Bonsall, sole survivor of the Kane Expedition of 1853-5, Dr. Henry M. Leipziger, Supervisor of the New York Free Lecture Course, and Mr. Banyer Clarkson and Mrs. Clarkson.

MAPS: THEIR HANDLING, CLASSIFICATION, AND
CATALOGUING*.

BY

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It has appeared to me that a presentation to this Congress of the methods adopted by the American Geographical Society in its map-room, and the reasons for their adoption, might prove interesting, if not instructive. There is no intention or desire to urge upon others the plans which we find practical, as we are fully aware that in the internal organization of any institution there may be causes at work to prevent or to modify the use of systems otherwise desirable.

Most librarians receive their maps in three broad groups, *i. e.* (1) flat sheets *unmounted* (as issued by private firms or Government institutions); (2) *folded*, either with or without protecting covers or cases, mounted on muslin or cloth, and sometimes dissected or cut up into sections, allowing them to be folded without detriment to the map; and (3) on *rollers with ledges*, generally mounted or backed with muslin, sometimes without either mounting or rollers, but at any rate as roller or rolled maps.

Reverting to the subject of Classification, it may be conceded that the choice of a system—numerical, alphabetical, chronological, or topographical—is only a matter of personal preference, so long as the catalogue entry corresponds with the map.

There are several very distinct groups into which sheet maps may be divided: 1st, the general collection of individual maps; 2nd, sets of sheets on a uniform scale of a country, a county, parishes, cities, or towns, bearing their own series of numbers and

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system of identification, such as the various surveys of the Ordnance Maps and Plans of Great Britain and Ireland, Germany, France, Italy, Russia, etc.; 3rd, Charts (on varying scales) as issued by nearly every European maritime country; 4th, maps periodically issued by Government or by private publishers of given areas of country or groups of countries, as the beautiful map of Eastern Asia now being produced by the French "Service géographique de l'Armée" on the scale of 16 miles to the inch; and others, which will doubtless be known to you; 5th, Atlases also published in parts and extending over many years (as Stieler's Hand-Atlas), which are always kept by themselves, and are not mixed up with the countries or parts of countries to which they geographically or politically belong. For these we retain the system of identification provided by their producers, as nothing would be gained by departing from such arrangement. Inasmuch as the individual map in every good atlas has a card for itself with its proper reference number, it can readily be found, whether unbound or bound. The effort should be to place the map before the reader in an easy form for reference, and this does not favour the binding of sheets in a book, which is not so convenient for consultation as the flat or sheet form. With these principles, therefore, to guide, sheet maps are arranged in manilla paper wrappers chronologically as regards a particular country, alphabetically as regards the subdivisions of it; and all the countries of a continent are grouped together in A B C succession: thus the whole Continent of America, North America, and Canada occupy tier No. 1 of our sheet cases, whilst No. 2 is assigned to the United States in general, followed by each State in A B C order; with Mexico and the West Indies in their place.

Now, in the handling of a sheet map, it is desirable, as far as possible, to avoid folding it. Every time a folding map is opened and closed it is weakened, and at last it cracks at the folds. It is obvious economy to have the map cut at the fold and a linen joint pasted up the back. This does not prevent the most critical examination of the finest workmanship, while it undoubtedly lengthens the life of the engraving.

Our cases or boxes for holding the sheet maps are made as long and as deep (from back to front) as can be conveniently handled. Their internal measurements are: 41 inches in length by 27 inches deep (from back to front), and the height is 3 inches. The case is laid on a sliding frame, and, once in place, it is not moved. It is opened by raising a hinged five-inch lid, which allows the front to fall and leaves the box open. This arrangement gives the

lightest possible receptacle with the greatest strength in the only part used—the hinge. It is found that a tier of eight cases provides a good working top at a convenient height from the floor.

The particular pattern of case used has been found thoroughly satisfactory in meeting all requirements—viz., facility of handling with a minimum of friction, and a practical immunity from dust. Such a case has long been a desideratum in every office where maps and plans have to be preserved; and the evils attendant on the old methods of open shelves (sliding or fixed), drawers (with or without spring backs), curtains or other devices for dropping fronts (as recently introduced into the Library of Congress), portfolios of any kind (on movable racks or otherwise), need no more trouble the long-suffering mortal who has the care of maps, plans, or prints of any kind.

Of all forms in which printed documents can be presented to us that of the bound book is undoubtedly the most convenient for consultation and for storing, and the nearer we can bring our maps to that condition the better for the reader, the librarian, and the map itself. All probably know from experience how difficult it is to keep track of sheets of paper, prints, drawings, plans, or maps. Maps should be dissected and mounted to fold as books; they can then be handled as books, and need no special section of the map room to contain them. In like manner, if this class of map is presented to the library, preserve it as it is given, and do not throw away its case and lay the map amongst your sheet stock.

With regard to rollers or rolled maps in any form, the system which most recommends itself is the following: Enclose and cover at top and front a long strip of wall, 12 inches deep from back to front, and of length to suit requirements; about 14 inches from the floor have a wooden framework, made in the nature of a bottle-rack or umbrella stand in divisions of 12 inches square or thereabouts, and above it about 42 inches from the floor another framework of the same dimensions, but with the front opening on central points, to enable the rollers to be placed (not lifted) in or out.

These divisions can be made to answer to one or more letters of the alphabet, and the maps can be kept strictly in A B C order, as in the catalogue (and not according to countries, as the sheet maps); the quantity required being too small to justify the topographical arrangement.

Our Society has adopted the chronological system, making the date or year of issue the main guide for arrangement. This may be illustrated by the boxes devoted to the State and City of New

York. Maps of the State, or large divisions thereof (not specifically named) are placed in chronological order and marked in pencil on the bottom right-hand corner with a date (an arbitrary one, if none can be found, and of course the same date on the card), and laid in one or more folios in strong manilla paper (averaging not more than 25 sheets, or equivalent thereto in a folio, a single map folded in half being counted as two), the outside of the folio marked to agree with the chronological contents, as 1670-1720. These are arranged with the oldest date at the bottom. If two or more maps bear the same date, descriptive information is added (as the name of the publisher or compiler).

It is a good plan to place the date in bold figures in the centre of the wrapper. No matter how many maps are added, the chronological arrangement can always be preserved, without alteration of the card, until the box is filled.

Medium collections of maps of counties, townships, or cities are arranged primarily in alphabetical and then in chronological order, so that Albany City, Albion County, Black River Canal, Black Rock Village, and Buffalo all follow one another in the folio, and if there are two or three different dates to any subject, they are then arranged chronologically, the newer editions being at the top. In such a case as New York State, the City of New York has one or more folios to itself, and they are catalogued by themselves.

In taking up the subject of "Cataloguing," it must be said that cards with printed guides are admirably effective as compared with the older blank cards, which called for no analysis of essential particulars.

In practice the printed cards have been found advantageous by confining the special information desired to particular spots on the card. The top line is left blank for the insertion of the name of the map or subject and the section or shelf to which it is assigned. The next four lines have been found sufficient to give the exact title, or such general description as will complete identification (in the absence of a title). Then follow the place, the publisher, and lastly the date. Now many maps give none of these particulars, in which case they must be supplied within brackets and with interrogation marks; above all, a date of some sort must be given, as the whole plan of the system is based upon the chronological arrangement.

As to the question of size. This is a matter of great importance for identification and definition, and it should not be left open to

question. The British Museum Catalogue of Maps omits size altogether. The Catalogue of the Library of Congress says "the measurements of the maps are in inches;" but, as a matter of fact, it does not say whether the measurement reads first horizontally or perpendicularly; nor does it say whether it includes the border, and consequently no correct mental picture of the map can be formed. The Catalogue of the British Admiralty Charts gives a table at the back of the title-page, wherein are shown the abbreviations used for recognized sizes of paper, with their measurement in inches; but nothing is said as to how much of the paper is covered by the printed map; though, as a matter of fact, very little margin is wasted by the Admiralty.

The Catalogue of the United States Hydrographic Office (which supplies specially-engraved copies of the charts of all nations for waters not within the jurisdiction of the United States) gives no indication of size; whilst the United States Coast and Geodetic Survey gives "Size of border—inches," but, unfortunately, adopts no uniform rule in its measurements, the first figure sometimes referring to the width across, and sometimes to the height from top to bottom.

A catalogue description should be as concise and as correct as possible, and the facts given should be those best calculated to enable the consultant to identify the map by the description. In our Society's catalogue the measurements always mean the map within the border, and they are to be read horizontally first (as we ordinarily read) and then perpendicularly. To emphasize this we affix to the measurements the arrow-heads used on surveyors' and architects' plans → ↑

In preference to the metric system we have adopted inches for our standard, as more generally understood by our readers.

If the matter of size is important, the subject of "Scale" must be regarded as the most vital feature of any map or chart; and yet even this has not been uniformly adopted in the British Museum Catalogue, or in that of the Library of Congress; though all three Catalogues of Charts, to which I have already referred, do state very clearly on what scale their work is engraved. The house of Perthes, in Gotha, was probably the first to mark on the table of contents the scale, not only of the main map, but also of the inset or subsidiary plans or maps, and it is only now that other publishers are adopting the plan. It was a matter of considerable discussion as to what principle should guide us in the expression of scale; and while we finally adopted the interchangeable unit of miles to the

inch, or the inch to the statute mile of $69\frac{1}{2}$ to one degree for maps (and the nautical mile of 60 to one degree for charts), we think it not unlikely that countries which do not use the English language and measurements will prefer the fractional or decimal system of the proportion which the drawn map bears to nature; as $\frac{1}{63360} = 1$ inch to the mile; or 1:63,360, an equation intelligible to the scientific of all nations.

Returning to the card. After the word "Engraved" we add the words "on copper, wood, stone, steel, by wax process," as the case may be; and, when possible, the name of the engraver is added, as in the older maps that is often the only means of identification. If the map is a copy of a manuscript, or one produced by photo-lithography or zincography, the fact is noted. Nearly all maps are primarily issued plain or uncoloured, so that the printed word "plain" suffices to state the normal condition of the map; if, on the other hand, the map is coloured, the words "by hand," or "printed in colours" are written in. The last line of all usually stands as printed, but frequently we add the sheet No. (as in a series of charts), or folio No. if in an atlas, or mark it out and indicate the form in which the map is in stock, as "muslin, dissected to fold," "roller and varnished," etc.

The subject here outlined will be found treated *in extenso* in an article published in the Library Journal, Vol. 27, 1902, pp. 74-76.

GEOGRAPHICAL RECORD.

AFRICA.

THE MASAI TO BE PLACED ON RESERVES.—It will interest all who remember that the great African steppe between Mount Kilimanjaro and the Rift Valley remained unexplored for many years because of the wandering Masai herders, who regarded all strangers entering their country as enemies, to hear that this superior people have so completely yielded to the British influences now predominating that they have consented to give up a large part of their territory and settle on reservations that have been selected for them. Sir D. Stewart was sent to East Africa, under instructions from the Secretary of State for the Colonies, to make full inquiry into the Masai question. Meetings were convened at which the British officials and the chiefs of the various branches of the Masai tribe were present. The result is that, with the unanimous consent of the chiefs, special areas are to be reserved for the tribe.

The northern and larger section of the Masai have agreed to vacate the Rift Valley and settle in only a part of the area they have so long occupied. Another region farther south has been assigned to the rest of the tribe. The boundaries of the reservations have been distinctly defined, and are now being marked out. A